# Argentina Jobs Expertini®

# **Customer Service Representative**

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Company: Global Blue Location: Buenos Aires Category: computer-and-mathematical

## Main duties and responsibilities

Communication with customers in written and via phone with defined SLA (response time) and quality standards

Keeping records of customer's interaction and contacts

Researching required information using internal systems and resources

Communication and coordination with CS Team members, internal departments, and GB offices

Following-up in customer inquiries not immediately resolved

Identifying and escalating priority issues

Recommending process improvements

Duties and responsibilities can be changed after arrangement

Principal accountably

Providing customers with correct and complete information

Ensuring maintaining of KPIs and SLAs

Ensuring the contact logging software is correctly used to allow reports and analysis

Maintaining internal rules

# **Reporting and collaboration**

Reporting to Customer Service Team Leader

Member of the local Customer Service Team

Collaboration with internal departments and GB offices

# Key competencies

Secondary education degree or University degree (Bc/MA)

Fluent knowledge of English (intermediate / upper-intermediate, both written and spoken)

Fluent knowledge of other language (upper-intermediate, both written and spoken)

PC literate with experience with MS Office

Good communication skills

## Preferable skills and competencies

Previous experience in Customer Service is an advantage (international environment is a significant advantage)

Customer oriented

Attention to detail and accuracy

Enjoys a fast paced, ever changing environment

Team player

Good analytical skills, focused on problem solving

Ability to handle stress

Multi-tasking

Experience with Salesforce

## **Education and qualifications**

Secondary education degree or University degree (Bc/MA)

Experience

Previous experience in Customer Service is an advantage, but not a must. Position is suitable also for fresh graduates.

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